c((pad))™
The Caregiver's Personal Alert Device

User Manual

Includes setup, daily operation and maintenance tips.

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Welcome To C-PAD™

Thank you for choosing C-PAD, the simple, easy-to-use portable device that is designed to help you keep track of and be alerted to time-critical assessments/protocols.

How C-PAD™ Works

Touch screen and button navigation can be used interchangeably.

Selecting an item: Highlight an item using the touch screen or use the **PREV/NEXT** to highlight the first item on the menu. Then use the **Arrow Keys** ⇩⇧ to scroll up or down. On some screens you have to press **OK** or **ENTER** at the bottom of the screen to select a highlighted item.

Commands:

Cancel – Returns you to the previous menu

Done – Back to View My Beds (default screen)

Edit – Takes you to the Edit My Beds

Main – Takes you to the Main Menu

OK - Accepts a highlighted selection

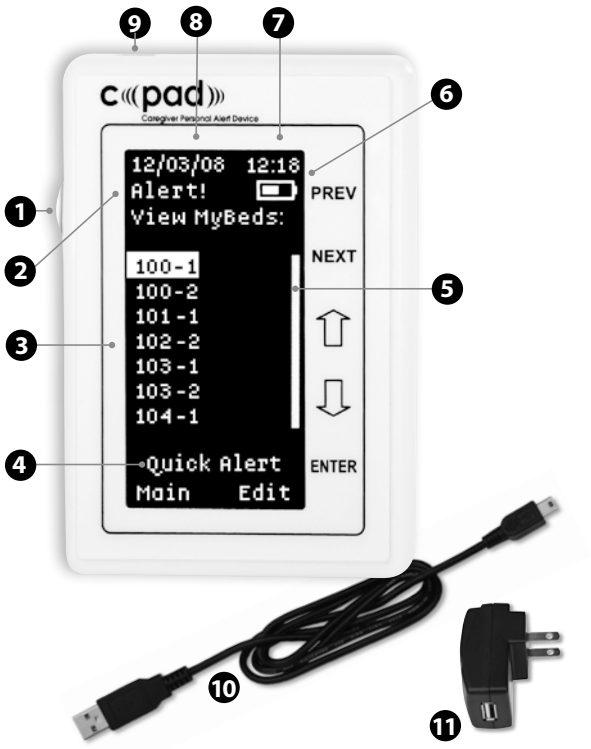
Arrow Keys ⇩⇧ – Scroll up and down through lists to highlight your selection

PREV and **NEXT** buttons – Navigate back and forth between pages

ENTER – Chooses a highlighted selection

Scrolling: With the exception of the **View My Beds** screen, highlight the first item on the list using the touch screen, or by using **PREV/NEXT,** then use the **Arrow Keys** ⇩⇧ to scroll up or down one item at a time or **PREV/NEXT** to move one page at a time. *Scrolling is indicated by the bar on the right side of the screen.*

To scroll through beds on the View My Beds: Highlight the first item using **PREV/NEXT,** then use the arrow keys ⇩⇧ to scroll up or down one bed at a time. *Using the touch screen to select a bed will take you directly to setting up an alert for that bed.*



1. **Wake Button** – Hold 2-3 seconds to awaken or put device to sleep
2. **Alert! –** Flashes when you have a Missed Alert
3. **Touch Screen**
4. **Quick Alert** – Quickly sets a 3 or 5 minute Alert!
5. **Scroll Bar Indicator**
6. **Battery Charge Icon**
7. **Time**
8. **Date**
9. **USB Port**
10. **USB Cable** – Plugs directly into your PC, or the outlet charger
11. **Outlet Charger**

At the Start of Each Shift

1. **Check date and time**
   If battery was drained or C-PAD is powered off, the date and time will need to be reset.

   Main – Setup – C-PAD Config – Maintenance – Set Time – SAVE – Done

2. **Clear History**
   History holds a max of 500 alerts. Clearing History makes it easier to navigate to review alerts. Clearing History clears all Missed Alerts.

   Main – Setup – Clear History – Yes/No – Done

3. **Edit bed assignments**
   Press **Edit** (at bottom of View My Beds/default screen)
   Go to **Edit My Beds** – press **Add/Delete.**
   For more information see **Set-Up Beds** on page 5.

Getting Started

Charge C-PAD™

Charge C-PAD by either plugging into your computer's USB port, or plugging into an outlet. C-PAD takes approximately 60 minutes to fully charge. Disconnect C-PAD from USB cable to operate.

NOTE: You cannot operate the C-PAD while charging.

To Charge C-PAD

Battery Life

Charge every 3-4 days with routine use. The charge can be extended by adjusting certain settings, such as shortening the sleep time-out and decreasing LED brightness.

Sleep Mode

Put the device to sleep by holding the wake button. Device will automatically go into sleep mode after 90 seconds (factory default). You are able to adjust this setting from 10 to 99 seconds. See page 8 for Adjusting Settings.

Turning the Unit On

Turn on your device by depressing the wake button on the left hand side for 2-3 seconds. This button also puts the device to sleep. You are able to adjust the sleep wake from 01 to 5 seconds. See page 8 for Adjusting Settings.

Powering-Off

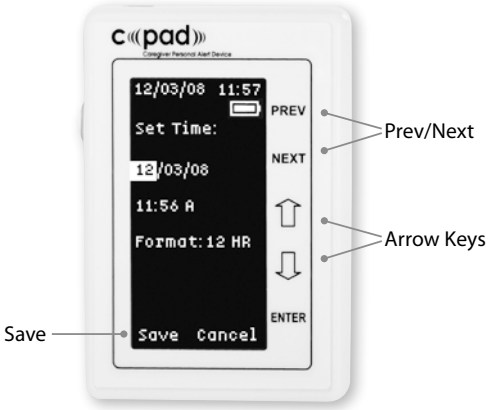
Powering-Off prolongs battery life. You should Power-Off when not using C-PAD for extended days off such as a vacation. **Powering-Off will delete your beds, date and time settings.**

Main – Setup – C-PAD Config – Maintenance – Shutdown C-PAD.

Hold wake button for 2-3 seconds to turn unit back on.

Set Date & Time

Main – Setup – C-PAD Config – Maintenance – Set Time



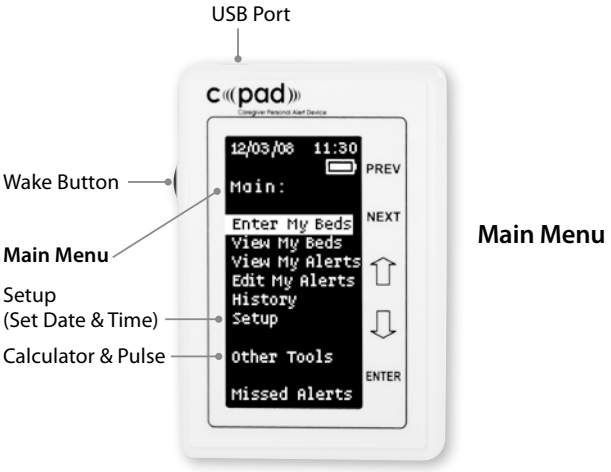
Use the **PREV** and **NEXT** buttons to navigate through month/day/year, hour/minutes, 12/24 hour format. Use the **Arrow Keys** ⇩⇧ to make changes. When done press **SAVE** or highlight **SAVE** and press **ENTER.**

IMPORTANT:
Change your clock for daylight savings time.

Main Menu

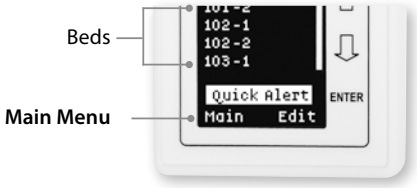
From the Main Menu you can navigate through all the C-PAD's menus as illustrated in the **Menu Structure** chart on the right.

When no beds are entered and you wake-up the device, the C-PAD defaults to the **Main Menu** with **Enter My Beds** highlighted, so you can *quickly* enter your beds, set the date and time, as well as access the **Calculator** and **Pulse Rate Timer.**



Main Menu

Once you have entered your beds the C-PAD wakes to the **View My Beds** screen, so you can *quickly* set an Alert. The Main Menu can then be accessed by touching **Main** at the bottom of the **View My Beds** screen. (See below).



View My Beds

Other Tools

For your convenience C-PAD comes with a **Calculator** and **Pulse Rate Timer**, so that you have these tools at your fingertips at all times.

To access these tools select **Main** from the bottom of the View My Beds screen, select **Other Tools:**

Main – Other Tools

Pulse Rate

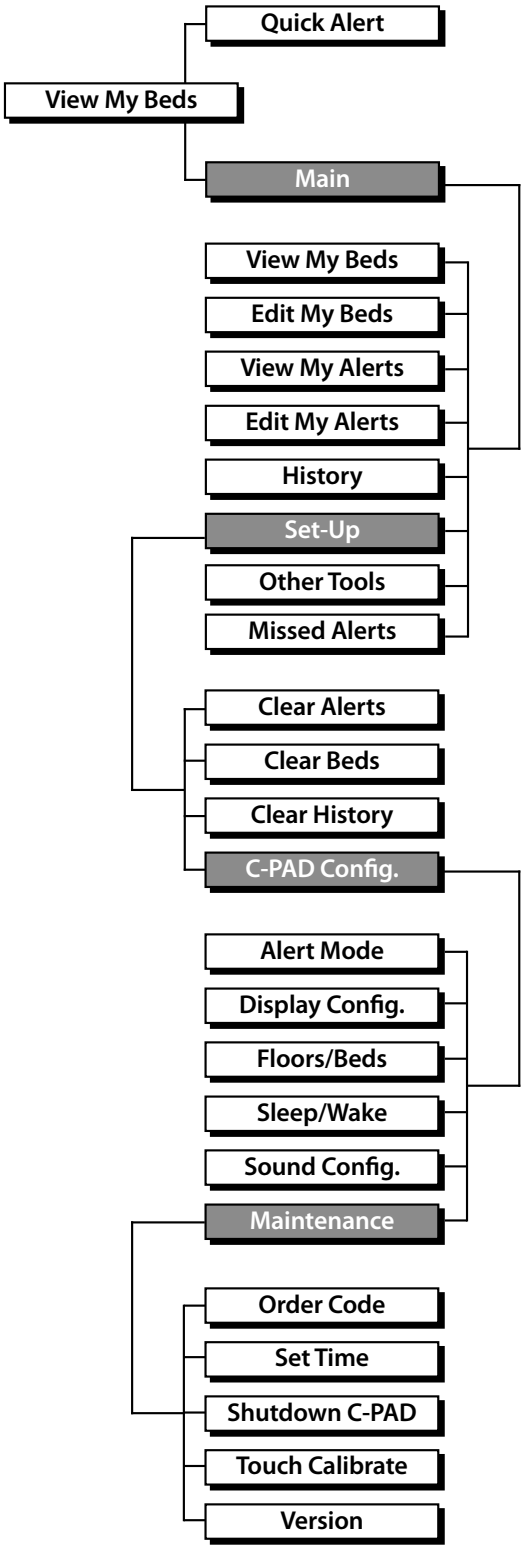
The pulse rate timer counts from 0 to 90 seconds.

Timer starts as soon as you select Pulse.

To restart time just press clear.

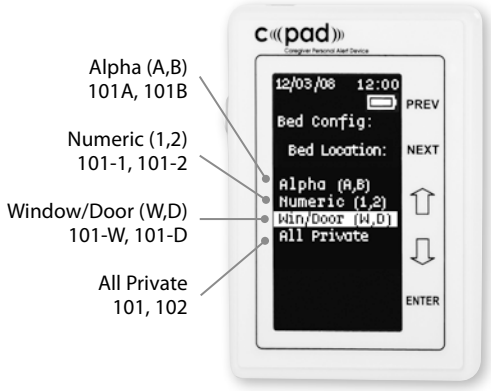
Menu Structure

The following chart illustrates the menu structure of C-PAD. Subsequent sections detail the operation of each menu.



Set-Up Beds

Main Menu – Enter My Beds



On the **Bed Config.** screen, use the **NEXT** button or touch screen to select **Alpha (A,B); Numeric (1,2); or Window/Door (W,D)** to denote the door or window bed location in a semi-private room.

Select **All Private** only when the care setting is 100% private, as this selection disables the bed location box.

Alpha (A,B); Numeric (1,2); and Window/Door (W,D) bed locations cannot be used interchangeably.

IMPORTANT:

To expedite the process for entering and editing beds the Bed Config. screen will not show up again once the semi-private or all private choice is made.

To switch between alpha, numeric or window/door:

Main Menu – Setup – cpad Config. – Bed Config.

Changing Semi-Private/All Private Settings

After you have selected a semi-private or all private bed setting you are able to change this setting at any time by accessing the **Bed Config. screen:**

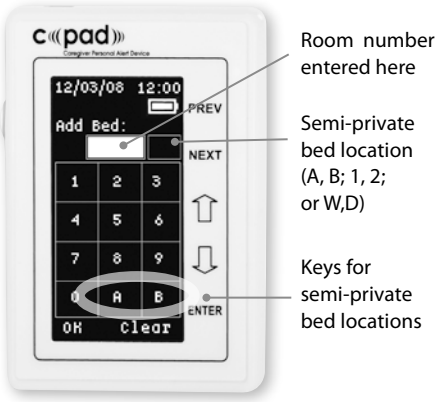
Main – Setup – cpad Config. – Bed Config.

Bed Config. Screen allows you to switch your semi-private bed setting by simply highlighting your new selection: **Alpha (A,B), Numeric (1,2) or All Private** then press **Done.**

***NOTE:** Switching from alpha to numeric or visa versa, after entering one or more beds, will change the bed location for the ones you have previously entered to the new sufffix (A to -1 and B to -2) .*

Add or Delete Beds

On the **Add Bed** screen, type in the room number into the highlighted box.
Press **OK.**



To **Add** another bed, touch **Add** or press **Enter** and repeat the above steps.

To **Delete** a bed, highlight the bed using the touch screen, an asterisk will appear next to the bed, then press **Delete.**

When you have entered all your beds press **Done.**

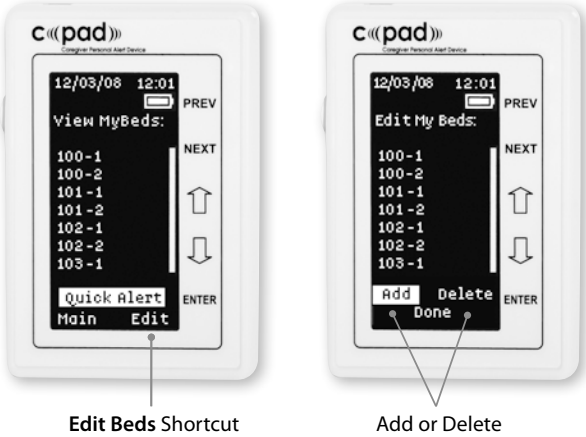
SHORTCUT:

Edit button, at the bottom of the View My Beds screen, lets you quickly add or delete beds on-the-fly!

Edit Beds

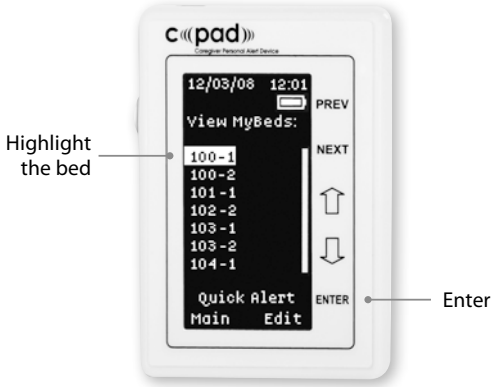
To make it quick to add or delete beds on-the-fly, you are able to go directly to the **Edit My Beds** Screen:

From the default **View My Beds** screen press **Edit.**

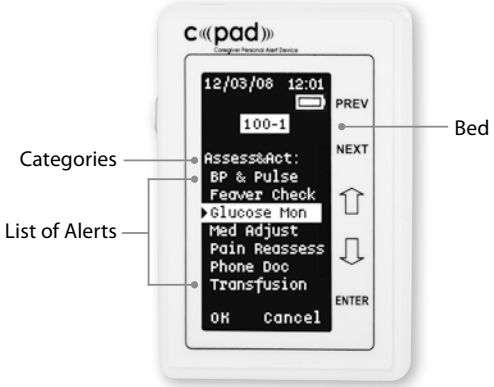


To add or delete beds follow the directions outlined above.

Set An Alert

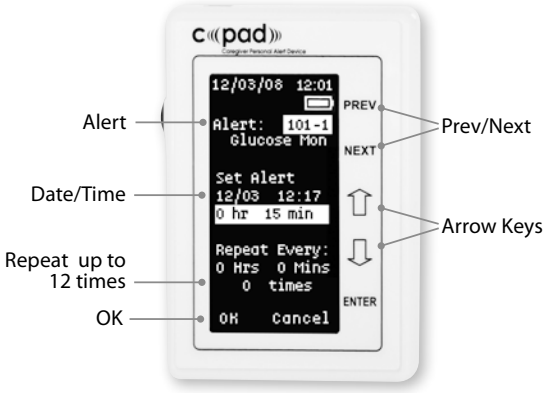


To highlight the bed – touch the bed you want from the **View My Beds** (default screen).



Use the **PREV/NEXT** buttons to scroll through the categories of alerts.

Simply touch Alert you wish to set.



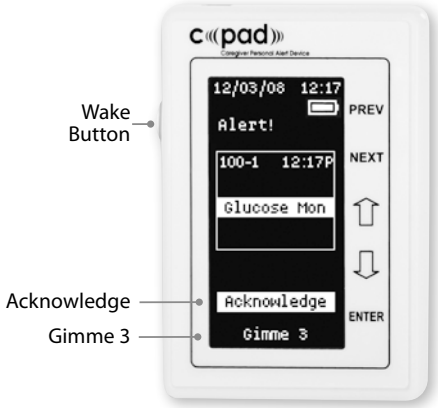
Use the **Arrow Keys** ⇩⇧ to set time.

Use the **PREV/NEXT** buttons to navigate to Repeat Every, and move between hours, minutes and times.

Use **Arrow Keys** to set hours, minutes and repeats (repeats up to 12 times)**.**

When done press **OK**.

Acknowledge the Alert



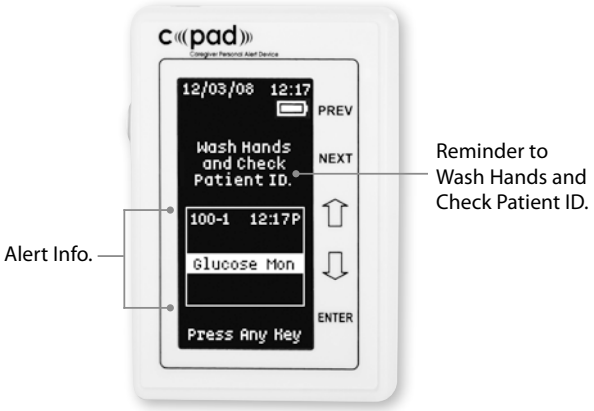
The alarm will shut off after 15 seconds (factory default). You are able to select any combination of audible/visual/vibrate alarm modes, as well as customize the sound of the alarm. You are also able to extend the time that the alarm sounds/vibrates from 10-30 seconds, (see page 8 for Adjusting Settings).

To Acknowledge the Alert – Press the **Wake Button** to unlock touch screen.

Highlight **Acknowledge** or highlight **Gimme 3** for a 3 minute snooze, press any key to exit.

Missed Alerts *– If you were unable to acknowledge the alert, the alert will be stored in* ***Missed Alerts*** *and also in* ***History*** *with an asterisk next to it. (See page 7 on Missed Alerts).*

IMPORTANT:
Final screen displays the Alert info., reminds you to wash hands and check patient ID.



Missed Alerts

If you are unable to acknowledge the Alert your C-PAD will flash **ALERT!** at the top of the screen.

To review **Missed Alerts** select **Missed Alerts** from the Main screen:

Main – Missed Alerts – when done press **ENTER.**

Scroll through missed alerts one at a time with the **Arrow Keys** ⇩⇧, or use the **PREV/NEXT** buttons to jump to the next several items. When done press **ENTER.**

The flashing Alert! notification is cleared when you exit the Missed Alert menu.

To view Missed Alerts in History

Missed Alerts will also be saved in **History** with an asterisk next to it.

Main – History – when done press **ENTER.**

NOTE: *Clearing History clears all Missed Alerts.*

Quick Alert

A **Quick Alert** is a personal 3 or 5 minute reminder. You have to remember why you set the reminder as **Quick Alerts** are not assigned to a specific bed, and therefore are not stored in History or are treated as Missed Alerts.
From the bottom of the **View My Beds** screen, press **Quick Alert,** or highlight Quick Alert then press **ENTER.**

Touch the screen or use the **Arrow Keys** ⇩⇧ or **PREV/NEXT** buttons to highlight a 3 or 5 min. Quick Alert. Press **Done.**

Clearing Alerts, Beds and History

Always clear history at the beginning of each shift to save memory capacity. The C-PAD can hold up to 500 past or pending Alerts for up to 100 beds.

NOTE: Clearing history will NOT affect any pending Alerts. Clearing history clears ALL missed Alerts.

CLEAR ALERTS
Clears all pending Alerts so you are able to start over.

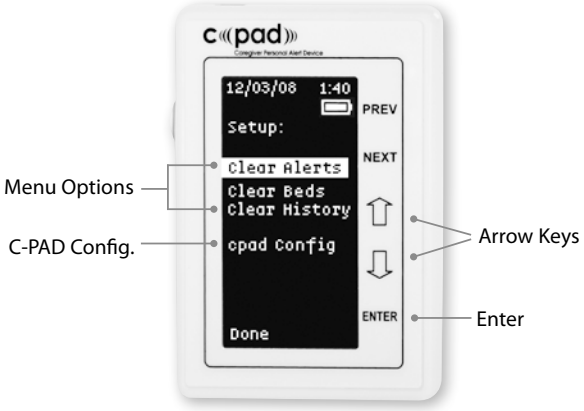
Main – Setup – Clear Alerts –Yes/No – Enter – Done.

CLEAR BEDS
Clears all beds so you are able to start over.

Main – Setup – Clear Beds – Yes/No – Enter – Done.

CLEAR HISTORY
Clear history at the start of each shift.

Main – Setup – Clear History – Yes/No – Enter – Done.



C-PAD will ask: **Are you sure?**

Touch screen, or use the **Arrow Keys** ⇩⇧, or press **Next** to highlight **Yes** or **No.**

Press **ENTER.**

IMPORTANT:
Clearing history clears all Alerts.

IMPORTANT:
Select any combination of three different Alert modes: Vibrate/Audible/Visual

Adjusting Settings

The C-PAD allows you to customize the following Settings: Alert Mode, Display, Sleep/Wake and Sound.

Adjusting the Alert Mode

Main – Setup – C-PAD Config – Alert Mode

Touch the screen or use the **PREV/NEXT** buttons to highlight the function, press **ENTER** to turn on or off the function. When the function is turned on a bullet ▶ will show to the left.

▶ Vibrate
Audible
▶ Visual
Disable

Adjust the time the Alert sounds/flashes/vibrates from 10 - 30 seconds, (Missed after 15 seconds is the factory default). Touch the screen or use the **PREV/NEXT** buttons to highlight the number of seconds, use the **Arrow Keys** ⇩⇧ to adjust the setting. When done press **ENTER**.

IMPORTANT:
Adjust the screen contrast and brightness to best suit your eyes.

Adjusting Display Configuration

Main – Setup – C-PAD Config – Display Cfg

Use the **PREV/NEXT** buttons to select the function you want to change, use the **Arrow Keys** ⇩⇧ to change the function setting. When done highlight **Save** and press **ENTER.**

Contrast 40 (factory default)
Adjust setting between 0 to 63.

Brightness 50 (factory default)
Adjust setting between 0 to 50.

The C-PAD can display an alternate splash screen (an optional graphic or personalized screen) when waking up from sleep mode. You are able to turn this function on or off.

Alt Splash: Select **YES** or **NO**

Adjusting Sleep/Wake

Main – Setup – C-PAD Config – Sleep/Wake

Use the **PREV/NEXT** buttons to select the function you want to change, use the **Arrow Keys** ⇩⇧ to change the function setting. When done highlight **Save** and press **ENTER.**

NOTE: Setting Sleep Mode to a low setting will extend the battery charge.

- Sleep After 90 Seconds (factory default)
- Wake After 01 Second (factory default)

Customizing Sound

Main – Setup – C-PAD Config – Sound Config

Use the **PREV/NEXT** buttons to select the function you want to change, use the **Arrow Keys** ⇩⇧ to change the function setting. When done highlight Save and press **ENTER.**

Volume 10 (factory default)
Adjust volume between 0 to 10.

Key Click **ON** or **OFF**
Provides audible tone for any key pressed.

Key Freq 4100 Hz
Determines the tone of the beep that is heard when the key is pressed.

Alert Freq 4100 Hz
Determines the tone of the beep that is heard when an Alert is due.

Touch Screen Calibration

Main – Setup – C-PAD Config – Maintenance – Touch Calibr

The user is required to touch designated points on the screen with a stylus or pen.

Follow the on-screen prompts and select "**Save**" when prompted to activate the new calibration. If, for any reason, the requested touches were not performed accurately the user may "**Cancel**" the calibration and restart.

CAUTION: Improper calibration of the touch interface could render the unit inoperable! The user should not attempt this calibration unless absolutely necessary. If the unit becomes inoperable due to a poor calibration, the user may force a new calibration from the C-PAD Utility.

Version

Use this screen to view the version of the software application, date and time it was installed, and the technical specifications of your C-PAD CPU.

Main – Setup – C-PAD Config – Maintenance – Version

To update your C-PAD with the latest software version, go to **www.c-pad.net**, **<http://www.c-pad.net>** click on **Download C-PAD Utility**. Follow the instructions for downloading the C-PAD Utility to your desktop and installing the latest **Application Version** (Example: V.1.0.9300).

IMPORTANT:
Use the C-PAD Utility to customize your alert lists to suit your job and care setting!

The C-PAD Utility

The C-PAD Utility is intended for use with a Windows-based computer.

The C-PAD Utility allows you to personalize the C-PAD, customize the Categories and Lists of Alerts to suit your needs, and perform various diagnostics.

Customizing Alert Categories & Lists

By linking the C-PAD to the C-PAD Utility (using the USB cable) Alert Categories and Lists can be customized and displayed to fit your specific role, responsibilities and the nomenclature used in your facility. The C-PAD has the capacity to display up to five (5) Alert Categories; each Alert Category can display a list of eight (8) alerts.

Set-Up Beds

As an alternative to entering/editing bed assignments directly into your device you have the option to use the C-PAD Utility and PC keyboard to set up beds. Using the Utility may be faster and easier when entering more than 15 to 20 bed assignments at a time.

Update Software

The C-Pad Utility allows you update the software running your C-PAD by downloading the latest version into your device.

By registering your C-PAD and providing your e-mail address, we will contact you when we've updated the C-PAD Utility software or the C-PAD device firmware.

Diagnostic Testing

The C-PAD utility enables the user to run tests to ensure routine functions are working properly (e.g. alarm modes).

Custom Splash Screens

Your C-PAD can be programmed to display your institutions logo on the opening Splash Screen. Use the C-PAD Utility to customize the splash screen with any bitmap files (128 x 64 pixels).

Personalization of C-PAD

Use the C-PAD Utility to personalize the C-PAD splash screen with the following items:

- Username
- Institution Name
- Phone Number (Institution phone recommended)

Download the C-PAD Utility

1. Go to www.c-pad.net
2. Click on Download the C-PAD Utility

Use the C-PAD Utility User Manual, located within the C-PAD Utility, for additional help.

Specifications

Battery	
Battery Life	3-5 days, depending on use. Make sure you check you battery icon at the top of the screen.
Memory	
Bed Assignment Capacity	100 beds
Alerts and History Capacity	**500 pending or historical Alerts Make sure you clear history at the start of each shift.**
Customizing Alert Categories & Lists using the C-PAD Utility	5 categories – max 8 alerts per category – max 13 characters per alert – max

Care & Maintenance

Safety

Lead-Free Construction
Lithium Battery – Not serviceable
Touch Screen contains glass – Do not drop
Avoid placing heavy objects on unit
FCC Tested – No interference
Keep out of extreme temperatures, (such as leaving C-PAD in your car on extreme hot or cold days)

Cleaning

Use disinfectant wipes to clean your C-PAD
Clean display with a soft cloth
DO NOT IMMERSE IN LIQUID

Trouble Shooting/Diagnostics

Use the C-PAD Utility to perform diagnostics on your C-PAD. Should you have further problems call our Customer Service Center at (866) 963-2723.

Patent Pending

Nightingale Products LLC is the owner of pending United States patent application(s) directed to the C-PAD™ portable Alert to render critical time-sensitive interventions on multiple bed assignments [standards of care]. In addition to such pending patent application(s), Nightingale Products LLC owns protectable rights in its proprietary designs under copyright, trade dress, common law trademark and other legal principles.

C-PAD One Year Warranty

Your Nightingale product is warranted to be free of defects in materials and workmanship for one year after the date of purchase. In the event of a defect under this warranty, we will, at our option repair or replace the product, provided that you return the product postage prepaid. This warranty does not cover damages caused by misuse, improper handling, installation, or maintenance provided by someone other than a Nightingale Authorized Service Department. For more information please contact customer service at (866) 963-2723.

FCC Certification

The device complies with FCC 47 CFR, Part 15 rules. Operation is subject to the two following conditions: (1) this device may not cause harmful interference and (2) this device must accept any interference received, including interference that may cause undesirable operation.

Register Your C-PAD™

By registering your C-PAD™ at www.c-pad.net and providing your e-mail address, we will contact you when updates become available for the software that runs your C-PAD.

From our web site you are able to download our simple PC program — *the C-PAD Utility* — which allows you to customize many of the functions of your C-PAD.

C-PAD Utility allows you to:

- Customize Alert Lists and Categories
- Enter/Edit Bed Assignments
- Upload your institution's logo
- Personalize your C-PAD with your name, your institution's name and phone number
- Perform diagnostics on your C-PAD
- Set date/time, clock format (12/24 hour)
- Update C-PAD application for latest features
- Calibrate touch screen
- And much, much more!

To find out more visit:
www.c-pad.net
or
Call our Customer Service Center
at (866) 963-2723

c((pad))™
The Caregiver's Personal Alert Device

Developed by Nightingale Products
Cleveland, Ohio

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